

Date

8 JAN 1986

ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
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SUSPENSE

Date

Remarks

TO #6:  
Please handle as appropriate.

Executive Secretary  
6 Jan 86

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF PERSONNEL		
2.		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 -FOR ACTION AS APPROPRIATE.

(Discussed with [redacted]  
on 1/8/86. [initials])

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM	Room No.—Bldg.
EO/DDA 7D18 HQS	Phone No.

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.606

Executive Registry

85-5138

85-4438

December 23, 1985

Dear Employer:

Enclosed is an invitation and registration form for Monday, February 24, 1986, Public Interest/Public Sector Career Program sponsored by the Four-in One Philadelphia Area Law Schools.

The program is scheduled from 10:00 a.m. to 4:00 p.m., at Temple University Center City, 1616 Walnut Street, Philadelphia. Individual tables will be available for employers to speak with law students about the work of their offices and current or future employment. Lunch will be provided for participating attorneys and placement staff. Please join us for coffee and danish at 9:00 a.m. on the 24th.

We look forward to seeing you in February. If you are unable to attend and have job openings, do complete the registration form and we will disseminate the information to our students. Please return the registration forms by February 3, 1986.

On behalf of the Four-in-One Program, I heartily welcome your participation.

Sincerely,

*Joanne M. Lindsey*

Joanne M. Lindsey  
Director of Placement  
Delaware Law School  
(302)478-3000

P.S. Participants may have preferred rates of \$55.00 per night at Philadelphia's Bellevue Stratford Hotel. Call if you so desire.

FOUR-IN-ONE LAW PLACEMENT PROGRAM  
PHILADELPHIA AREA LAW SCHOOLS

PUBLIC INTEREST AND PUBLIC SERVICE CAREER PROGRAMS

The Four-in-One Program of Philadelphia area Law Schools cordially invites you to attend this year's Public Interest and Public Service Career Program on Monday, February 24, 1986. Public Interest Programs are designed to bring together employers from across the country and students from several participating schools to explore public interest and public service career opportunities. Boston, Washington, D.C. and New York, in addition to Philadelphia, will present their programs consecutively so that your organization may easily attend all of them in one trip.

Below is a description of each city's program and a contact person to whom questions may be addressed.

To register for the Philadelphia program, please complete the enclosed application form and return it by February 3, 1986. If you are registering for any other programs, please contact the coordinator for that city. We look forward to introducing you to our law students in February.

PHILADELPHIA - MONDAY, FEBRUARY 24, 1986

The Philadelphia area law schools encourage you to participate in their Public Interest and Public Service Career Program on Monday, February 24, 1986. The program will take place at Temple University, 1616 Walnut Street, Center City. The program will include informal interviewing and information exchanging. This is an information and job fair. We encourage you to attend even if you are unsure of the availability of summer or full-time positions. If funding for summer positions is limited, work study or other funded students are available. Reduced rates at a nearby hotel are available for participants in this event.

Schools participating in this program are: The University of Pennsylvania School of Law, Rutgers Law School at Camden, Temple University School of Law, Delaware School of Law, and Villanova University School of Law. If you have any questions please contact Joan M. Beck, Director of Placement, Villanova University School of Law, (215) 645-7030.

**BOSTON- FEBRUARY 21, 1986**

The Placement Consortium of Massachusetts Law Schools invites you to interview students from its member schools at the Public Interest Program on Friday, February 21, 1986. The program provides you with a unique opportunity to meet conveniently with students from law schools with diverse philosophies and programs. The law schools represented are Boston College, Boston University, Harvard, Northeastern, New England, Suffolk and Western New England. For additional information contact Douglas Phelps, Administrator for Public Services and Career Development, Harvard Law School at (617) 495-3119

**WASHINGTON, D.C. - FEBRUARY 25 and 26, 1986**

This program provides Washington area law students with an opportunity to learn about the practice of law in public interest and public service offices. On Tuesday, February 25, the information portion of the program will take place from 1:00 p.m. to 6:00 p.m. at the George Washington University Marvin Center, 800 21st Street, N.W. Representatives from the attending organizations will have the opportunity to share information and discuss career options with interested law students on an informal basis.

The following day, Wednesday, February 26, will be the recruitment portion of the program. At that time office space will be available at George Washington University to interview interested students from any participating school for particular employment opportunities. If you would like to participate in one, or both days of the program, please fill out the enclosed registration form.

Participating schools include: American University Law School, Catholic University Columbus School of Law, George Mason University School of Law, George Washington University National Law Center, Georgetown University Law Center and Howard University School of Law. Inquiries should be directed to Nancy Saltsman, Assistant Director of Career Development, George Washington University Law Center, (202) 676-7340.

**NEW YORK - FEBRUARY 27 and 28, 1986**

New York University School of Law invites you to their annual Public Interest and Public Service Legal Career Symposium on Thursday, February 27 and Friday, February 28. The program will be held at Vanderbilt Hall, 40 Washington Square South, New York City from 9:15 a.m. to 5:00 p.m. on both days. Fifteen metropolitan area law schools will be participating in the symposium this year. They include: Benjamin N. Cardozo School of Law, Brooklyn Law School, CUNY Law School at Queens College, Columbia University School of Law, Hofstra University School of Law, New York Law School, New York University School of Law, Pace University School of Law, Seton Hall University School of Law, Touro College School of Law, University of Bridgeport Law School, University of Buffalo Law School and Yale Law School.

For further information or to register for the New York program, contact Lisa Tessler, Coordinator for Counseling and Special Project, New York University School of Law at (212) 598-2521.

FOUR-IN-ONE LAW PLACEMENT PROGRAM  
PUBLIC INTEREST AND PUBLIC SERVICE CAREERS PROGRAM  
1986 REGISTRATION FORM

\_\_\_\_\_ Yes, we will participate in the Philadelphia program on  
February 24.

\_\_\_\_\_ No, we can not participate this year but we would like  
information disseminated to students.

Person completing form \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return by February 3, 1986 to:

Joan McDonald Beck  
Director of Placement  
Villanova University  
School of Law  
Villanova, PA 19085

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Brief description of organization's activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size of legal staff \_\_\_\_\_

(Please complete other side)

Number of positions anticipated for June 1986:

\_\_\_\_ First-year students  
(summer)

\_\_\_\_ Second year students

\_\_\_\_ 1986 Graduates

\_\_\_\_ Experienced Graduates

Number of positions available during the school year:

\_\_\_\_ Volunteer

\_\_\_\_ Part-time

\_\_\_\_ Intern

\_\_\_\_ Work study

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special skills or experience required: \_\_\_\_\_

\_\_\_\_\_

Financial compensation (i.e. salary, matching funds, stipend):

Part-time \_\_\_\_\_

Summer \_\_\_\_\_

Full-time (starting) \_\_\_\_\_

Method of application \_\_\_\_\_

\_\_\_\_\_

Application deadline \_\_\_\_\_

\_\_\_\_ We are enclosing information descriptive of our office.

Thank you for your cooperation.